

MINUTES OF MUNICIPAL UTILITIES BOARD MEETING

MONDAY, OCTOBER 25, 2021

The Municipal Utilities Board convened in regular session at the Watertown Municipal Utilities Board Room 901 Fourth Avenue SW Watertown SD on Monday, October 25, 2021 at 12:00 p.m. with President Lisa Carrico presiding.

Board members present: Lisa Carrico, Chris Carter, Mike Luken, Rich Thomas and Dan Brenden. Brenden arrived after Item 7601. Board Liaison, member of City Council, Mike Danforth and Staff members: Steve Lehner, Adam Karst, Bert Magstadt, Wayne Lovelis, Brian Benson, Mark Haider, Mark Meier, Kevin Kruiter, Sheila Mennenga, Gina Brown, Lisa Pahl. Press Steve Jurrens, KXLG Radio and Guest Mark Vaux from the Watertown Development Company.

ITEM 7596

Motion by Thomas with second by Carter to approve the agenda. Motion carried.

ITEM 7597

Motion by Luken with second by Thomas to approve minutes of regular session meeting on September 27, 2021. Motion carried.

ITEM 7598

Public Comment: None

ITEM 7599

Motion by Carter with second by Luken to authorize to call for bids for Trace Wire for the Gas and Water Departments. Motion carried.

ITEM 7600

Motion by Thomas second by Carter to authorize the Watertown Municipal Utilities to purchase a 2022 Ram Truck $\frac{3}{4}$ ton 4 x 4 short box from Watertown Ford Chrysler, Watertown, SD for the price of \$37,160.00. This was equal to the price on the state contract bid #2468. Motion carried.

ITEM 7601

Motion by Luken second by Carter to authorize Watertown Municipal Utilities to purchase a Digger Derrick from the Sourcewell Bid #QU14266 in the amount of \$303,686.00 from Terex, Watertown, SD. Motion carried with Brenden absent.

ITEM 7602

This being the time and place set for consideration of bids, the following were presented. Bid for the Transformers and Wire for Electric Department. These bids were opened Tuesday, October 19, 2021, at 1:30 PM by the Watertown Municipal Utilities staff as authorized by the Board.

Transformers: Four bids were received and recommendation by Magstadt, motion by Thomas with second by Luken to accept the two lowest bids. For the estimated delivery year of 2022 as outlined by Magstadt Items 1, 2, 4 and 5 Stuart Irby, Eagan, MN in the amount of \$138,916.00 and Items 3, 6, 7 and 8 Wesco, Sioux City, IA in the amount of \$254,914.00 and for the estimated delivery year of 2023 as outlined by Magstadt, Items 1, 2 and 3 Border States Supply, Sioux Falls, SD in the amount of \$172,168.12. Motion carried.

Wire: Four bids were received and recommendation by Magstadt, motion by Luken with second by Carter to accept the lowest bid, with Item 4 rejected from all bids, to WESCO, Sioux City, IA in the amount of \$368,689.00. Motion Carried.

ITEM 7603

OPEN: Carrico had introduced our new Board Liaison from City Council Mike Danforth at the start of the meeting. Danforth addressed the Board to say that he will be available for any questions or information they would need from him and to call anytime. He wants to have a good relationship with the Board as well as the utility staff.

ITEM 7604

Magstadt presented the Report on Operations and Projects. Electric: Projects Completed this Month, 6 new outages for the month for a total of 54 electrical unscheduled outages for 2021, Energized portions of our overhead to underground project. Projects in Progress, finishing up the Uptown Substation Bus upgrade. Gas: Projects Completed this Month, installed 2" service for the Airport Terminal building, installed 650' of 2" main and service for Plains Apartments, Installed 850' of 2" main for Valley View Addition. Projects starting this Month, Rerouting Harmony Hill services. Water: Projects in Progress, Well maintenance on #34 and #39 complete and starting #32 on the 25th at Rauville well field - blasted screens clean, Airport water main upgrade. Engineering Tech, 268 One-Call locates October 1-19, 2021, and 449 One-Call Locates in September.

ITEM 7605

Karst presented the report on Administration and Financial Statements. Purchasing, Accounting and Facilities: Projects Completed, blowing out sprinkler system, fall spraying WMU properties. Projects in Progress,

getting all asphalt and concrete patches repaired before winter, working on 2022 Budget. Customer Service: Customer Service: Projects Completed this Month, 14,840 payments collected for a total of \$5,366,439 total of 55,204 services billed for a total of \$3,853,945. Human Resources/Risk Management: Beginning review of health insurance renewal, received a large increase on our renewal (almost 20%), Marsh & McClennan assisted us in getting other quotes, created insurance review committee of union and management employees to come up with plan design options which will be presented to the personnel committee and union, received opening letter from union and preparing cost estimates for negotiations, hired Uriel Arazia for Water Plant Operator starting November 1, 2021. IT: Finished Cybersecurity Assessment, working on items from the assessment, attended MRES Cybersecurity in-house training in October. Normal monthly IT maintenance and troubleshooting.

Statements of Revenue and Expenses and Capital Additions were presented to the Board for review. Year to date net income is \$701,176 under budget for the nine months ending September 30th, 2021. Total Capital Additions are \$2,886,898 under budget for the nine months ending September 30th, 2021.

ITEM 7606

Motion made by Luken with second by Carter to approve the following verified salary claims and bills. Motion carried unanimously upon roll call vote. Total Watertown Municipal Utilities Net Payroll for October 2021 Plus ACH Payroll Payments \$559,152.13. Add: J. DeVille, 18.00/hr. effective 10/7/2021. Change: S. Koehn 39.26/hr. effective 10/5/2021, M. Meseberg 33.25/hr. effective 10/19/2021.

Name	Payable Description	Payment Amount
NOVEMBER 1, 2021		
ABC EMBROIDERY	SAFETY CLOTHING	\$4.95
ACTIVE HEATING INC	ENERGY INCENTIVE REBATE	\$600.00
ADVANCED CONTROL SYSTEMS INC.	SCADA UPGRADE	\$13,515.05
ADVANCED ENG. AND ENVIRONMENTAL SERV.	STUDY AND REPORT	\$9,205.00
AFLAC	CANCER PT	\$1,752.09
AGWRX COOPERATIVE - PELICAN	SUPPLIES	\$450.00
AMERICAN WATER WORKS ASSN	2022 MEMBERSHIP DUES	\$2,169.00
A-OX WELDING SUPPLY INC	SUPPLIES	\$119.06
APGA	2022 DUES	\$9,124.28
APPLIED INDUSTRIAL TECH INC	SUPPLIES	\$2,526.68
AQUA-PURE INC	SODIUM TRIPOLYPHOSPHATE	\$6,600.00
AUTO VALUE WATERTOWN	SUPPLIES	\$20.41
AUTOMATIC TRANSMISSION & GEAR	SERVICE	\$2,210.93
BENDIX IMAGING INC	SUPPLIES	\$366.96
BORDER STATES ELECTRIC SUPPLY	WIRE	\$76,948.91
BORNS GROUP	POSTAGE & MAILING	\$9,499.75
BUREAU OF ADMINISTRATION	STATE TELEPHONE NETWORK USAGE	\$113.91
CARTER, CHRISTINE	REIMBURSEMENT EXPENSE	\$255.90

CENTURY LINK	PHONE SERVICE	\$315.30
CHASE CARDMEMBER SERVICE	CREDIT CARD	\$7,060.46
CHILD SUPPORT PAYMENT CENTER	EMPLOYEE DEDUCTION: CHILD SUPPORT	\$750.00
CODINGTON-CLARK ELECTRIC COOP. INC	WELLFIELD ELECTRIC SERVICE	\$6,850.04
CONNECTING POINT	SOFTWARE MAINTENANCE	\$695.32
CONSULTING ENGINEERS GROUP INC	15TH AVE SUBSTATION	\$4,138.29
CONTROL EQUIPMENT SALES, INC	SUPPLIES	\$1,213.60
CORE & MAIN LP	METER COUPLINGS	\$11,920.27
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$757.19
CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	\$540.15
DAKOTA DATA SHRED	SHREDDING SERVICE	\$69.62
DAKOTA UNDERGROUND CONSTRUCTION LLC	INSTALLATION OF UNDERGROUND	\$16,139.00
DEPARTMENT OF HEALTH	WATER SAMPLES	\$1,673.00
DOUG'S UPHOLSTERY	SERVICE	\$135.00
DSG DAKOTA SUPPLY GROUP	SUPPLIES	\$1,276.33
DTN, LLC	SUBSCRIPTION	\$536.00
DUININCK INC	GRAVEL & ROCK	\$2,518.39
ENGELSTAD ELECTRIC COMPANY	INSTALLATION OF UNDERGROUND	\$12,078.37
ETHANOL PRODUCTS LLC	BULK CO2	\$3,078.72
FABROTECH INDUSTRIES INC	SUPPLIES	\$3,039.04
FARNAMS GENUINE PARTS	SUPPLIES	\$601.42
FARWEST LINE SPECIALTIES, LLC	SUPPLIES	\$374.13
FASTENAL COMPANY	SUPPLIES	\$50.44
FIDELITY SEC. LIFE INS. CO. (EYEMED)	VISION INSURANCE	\$352.21
G & R CONTROLS INC.	PREVENTIVE MAINTENANCE	\$3,050.01
GRAINGER	SUPPLIES	\$770.94
GROEBNER	METER MANIFOLDS	\$6,667.15
H & W CONTRACTING LLC	RIVER RIDGE RYLIE DRIVE	\$70,082.98
HAWKINS, INC.	HYDROFLUOSILICIC ACID	\$3,447.78
HUMAN SERVICE AGENCY	EAP SERVICES	\$135.00
IBEW LOCAL 426	UNION DUES	\$3,102.00
INTERSTATE ALL BATTERY CENTER	SUPPLIES	\$138.50
J H LARSON COMPANY	SUPPLIES	\$5,183.96
JOSEPH MEDANICH	ASPHALT REPAIR	\$4,395.93
JURGENS PRINTING INC	SUPPLIES	\$1,954.00
JUSTICE FIRE & SAFETY	SERVICE	\$128.50
KARST, ADAM	REIMBURSEMENT EXPENSE	\$3,107.57
KOONS GAS MEASUREMENT	SUPPLIES	\$1,179.80
KRUITER, KEVIN	REIMBURSEMENT EXPENSE	\$354.26
LEHNER, STEVE	REIMBURSEMENT EXPENSE	\$151.60
LOCATORS & SUPPLIES INC	SUPPLIES	\$1,846.12
LOVELIS, WAYNE	REIMBURSEMENT EXPENSE	\$25.76
LUNDE, JOHN	REIMBURSEMENT EXPENSE	\$2,043.23
LYLE SIGNS INC	SUPPLIES	\$297.09
MACK, ROBIN	REIMBURSEMENT EXPENSE	\$353.97
MACKSTEEL WAREHOUSE INC	SUPPLIES	\$265.03
MAC'S HARDWARE	SUPPLIES	\$197.10
MAGSTADT, BERT	REIMBURSEMENT EXPENSE	\$1,050.45
MARCO	COPIER LEASE	\$403.52
MATHESON TRI-GAS INC	SUPPLIES	\$189.20
MCKEEVER INC	SUPPLIES	\$114.56
MENARDS INC	SUPPLIES	\$695.63

MESEBERG, DAVID	REIMBURSEMENT EXPENSE	\$200.00
MET LIFE	LIFE INSURANCE	\$1,259.47
MIDCONTINENT COMMUNICATIONS	INTERNET & CABLE SERVICE	\$224.54
MIDWEST UNDERGROUND SUPPLY, LLC	SUPPLIES	\$249.38
MILBANK WINWATER WORKS	SUPPLIES	\$3,481.43
MINNESOTA MUNICIPAL UTILITIES ASSN	SAFETY PROGRAM	\$8,502.50
MISSOURI RIVER ENERGY SERVICES	TRAINING EXPENSE	\$2,173.00
MUNICIPAL UTILITIES	SUPPLIES	\$288.03
MUNICIPAL UTILITIES - PC	REPLENISH PETTY CASH	\$179.21
MUNICIPAL UTILITIES-NSF CHECK ACCO	REIMBURSE NSF FUND	\$507.95
MUNICIPAL UTILITIES-REFUND ACCT	REFUNDS OF CREDITS ON ACCOUNTS	\$5,541.20
MUNICIPAL UTILITIES-TERM LIFE PAY	TERM LIFE	\$1,155.60
NARDINI FIRE EQUIPMENT CO INC	FIRE SUPPRESSION SYSTEM	\$12,820.38
NELSON TECHNOLOGIES INC	ODORANT	\$14,745.20
NORTHWEST PIPE FITTINGS INC	METER SWIVELS	\$6,652.89
OFFICE PEEPS	SUPPLIES	\$315.65
PETE LIEN & SONS	BULK LIME	\$15,299.96
PHEASANTLAND INDUSTRIES	SAFETY CLOTHING	\$535.33
POMP'S TIRE SERVICE, INC.	SUPPLIES	\$1,961.69
PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL	\$196.93
PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	\$1,014.25
PRINT 'EM NOW INC	SUPPLIES	\$165.00
PRO LINE INC	SUPPLIES	\$217.60
QUALITY FIRST PLUMBING & HEATING I	SERVICE	\$1,052.90
RELIABANK DAKOTA	FLEX MED	\$7,816.74
RESCO	CUTOUPS	\$13,999.85
ROBERT E. LEE	MOWING SERVICE	\$2,200.00
RODENBURG LAW FIRM	EMPLOYEE DEDUCTION	\$150.00
RONKE, SHANE	REIMBURSEMENT EXPENSE	\$57.38
RON'S SAW SALES	SERVICE	\$149.93
ROTH, KEENAN M	REIMBURSEMENT EXPENSE	\$169.78
RUNNING'S SUPPLY INC	SUPPLIES	\$257.47
SANFORD WATERTOWN OCCUPATIONAL	SCREENS	\$587.00
SCOTT ENGINEERING CO	SERVICE	\$2,270.00
SD ONE CALL	LOCATES	\$487.20
SERVICEMASTER OF WATERTOWN	JANITORIAL SERVICE	\$4,120.00
SHARP AUTOMOTIVE	SUPPLIES	\$112.27
SHERMCO INDUSTRIES, INC.	UPTOWN SWITCHGEAR	\$195,120.00
SIOUX VALLEY CO-OP	FUEL, SUPPLIES	\$7,435.79
STADHEIM LAWN CARE	AUG/SEPT LAWN CARE	\$1,945.00
STAN HOUSTON EQUIP CO	RENTAL	\$1,628.88
STANGL, CHRIS	REIMBURSEMENT EXPENSE	\$35.00
STAR LAUNDRY INC	SERVICE	\$382.96
STUART C IRBY CO	SUPPLIES	\$4,824.86
SUTTEN, RODNEY N	REIMBURSEMENT EXPENSE	\$3,000.00
TEREX USA, LLC	SUPPLIES	\$24.75
TITAN MACHINERY- WTN	SERVICE	\$622.30
TRAV'S OUTFITTER	SAFETY CLOTHING	\$810.98
TREATMENT RESOURCES, INC	SUPPLIES	\$1,423.78
ULINE INC	SUPPLIES	\$125.26
UPPER BIG SIOUX RIVER WATERSHED	2021 PLEDGE	\$50,000.00
UTILITY FINANCIAL SOLUTIONS LLC	2021 TRANSFER STUDY	\$16,500.00

WATERTOWN AREA CHAMBER OF COMM.	SUPPLIES	\$300.00
WATERTOWN DEVELOPMENT COMPANY	INDUSTRIAL DEVELOPMENT EXPENSE	\$8,690.00
WATERTOWN FORD CHRYSLER	SUPPLIES	\$1,154.00
WATERTOWN LAWN & GARDEN	SERVICE	\$65.50
WATERTOWN PUBLIC OPINION	PUBLISHINGS & ADVERTISEMENTS	\$1,237.84
WATERTOWN UNITED WAY	United Way	\$370.00
WESCO DISTRIBUTION INC	POLE LIGHTS	\$19,233.18
WILLIAM NEALE & CO., PC	2020 FINANCIAL STATEMENT AUDIT	\$10,780.00
WINTER CONTRACTING, LLC	SERVICE	\$2,998.88
WW TIRE SERVICE INC	SERVICE	\$34.95
	TOTAL	\$762,838.43

Total October 2021 762,838.43; US Bank Interest on Water Bonds 75,143.75, Transfer to City's General Fund 131,095.33, Muni Utilities Electric Water Gas 47,645.87; Missouri River Energy Services Power 1,552,184.41; BP Canada Energy Marketing Natural Gas 37,762.20; Dept. of Revenue Sales/Excise Tax 156,810.28; CPEP #3 Natural Gas 14,611.35, CPEP #4 Natural Gas 25,137.68, Sequent Energy Management Natural Gas 42,105.00, Northern Border Pipeline Capacity Charges 87,160.80, City Finance Office Garbage/Sewer \$521,628.89.

ITEM 7607

Motion by Carter with second by Luken to adjourn. Motion carried.

The Watertown Municipal Utilities does not discriminate in employment opportunities or provision of services on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Dated at Watertown, South Dakota this 25th, day of October, 2021.

ATTEST: _____

Lisa Pahl
Board Secretary
Municipal Utilities Board

Lisa Carrico
Board President
Municipal Utilities Department